

## SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday, 27<sup>th</sup> March 2018 at Seend Community Centre.

**Present:** Mrs G A'Bear, Mrs P Akerman, Mrs A Heatley, Mr T James, Mr P Manning, Mrs J McManus, Mr B Nicholls, Mrs C Vince and Mr J Williams.

Also present: Councillor Seed, PC Emily Thomas and PC Maggie Ledbury, 2 parishioners & Mrs Sue Bond (Clerk),

Agenda Item		Action
2018/ 196 Apologies for Absence	Mr M Wiltshire and Mr J Padfield	
2018/197 Declaration of Lobbying (i) Declaration of changes to the Register of Interests (ii) Declaration of interest in items on the Agenda (iii) Requests for Dispensation	<p>(i) There were no declarations of changes to the Register of Interests. The new Councillors were reminded to complete their on-line Register of Interests.</p> <p>(ii) Mr Williams declared an interest in planning application 18/01857/FUL</p> <p>(iii) There were no requests for dispensations.</p>	
2018/198 Local Councillor Matters	<p>1. <u>Wiltshire Police</u> - Councillor Seed reported that he had attended a meeting in Salisbury with the Wiltshire Chief Police Commissioner. The message from Wiltshire Police was that the Salisbury incident was not detracting from their normal policing duties, as police and army manpower had been brought in to deal with the issues in Salisbury. He also stated that the police agreed they needed to show greater support for the small teams of speed watch volunteers in some of the parishes.</p> <p>2. <u>Berhills Lane</u> – Councillor Seed was asked to talk again with Highways and Planning enforcement regarding the parking on the gravelled area at the house on the corner of Berhills Lane. Concern was expressed that any cars parked here reversing out onto the road, presented a danger to other road users. Councillor Seed to ask for a site meeting.</p>	
2018/199 Items for Discussion from Members of the Parish	There were no items for discussion submitted by members of the Parish	
2018/200 Minutes of the Previous Meeting	<p>1. The Minutes of the meeting held on 27<sup>th</sup> February 2018 had been circulated to all Councillors.</p> <p>1.1 <u>Resolved</u>: Acceptance of the Minutes as an accurate record was proposed by Mrs McManus and seconded by Mrs Heatley. Mr Nicholls and Mrs Vince did not vote as they were not present at the February meeting. All other Councillors present unanimously approved the minutes.</p>	
2018/201 Matters Arising Not Already on the Agenda	<p>1. <u>Defibrillator, Seend Cleeve Minute no: 184.2</u> – The Clerk reported that a notice had been put in Spotlight asking anyone interested in a training session at The Brewery to contact Mr Wood. Then a date would be set.</p> <p>2. <u>Webmail Minute no: 2018/184.3</u> – All councillors now had a council owned email address. Concern had been expressed about the amount of spam mail they were receiving. The Clerk said that this was a consequence of the email addresses appearing on the website and being picked up by rogue companies. She reported that Amy from Camelot Media had done something to the councillors page that made it impossible for this to happen in future.</p> <p>3. <u>WW1 Trees Minute no: 2018/184.6</u> Minute no: – There are now 3 possible options for the trees to be discussed at the April meeting when hopefully a decision on location can be made.</p> <p>4. <u>Great British Spring Clean Minute no: 188</u> – This was cancelled due to snow, but re-scheduled by Wiltshire Council for 23<sup>rd</sup>-25<sup>th</sup> March. Whilst a co-ordinated event was not re-organised in Seend, it is known that the school did do a litter pick on the 23<sup>rd</sup> March. And that some councillors and the Clerk had done an informal litter pick independently but not on that particular weekend.</p>	

	<p>4.1 Mrs A'Bear said that there was a lot of litter in the gulley alongside the canal from the Spout Lane Bridge, past the campsite. It was agreed to ask the Canal &amp; River Trust if they could arrange for a task force to litter pick this area. And in return to suggest that the villagers might volunteer to regularly clear other parts of the canal that runs through our Parish.</p> <p><u>Resolved:</u> Clerk to write to the Canal &amp; River Trust.</p>	Clerk
<p>2018/202 Police Matters</p>	<p>1.1 The Chairman welcomed PC Maggie Ledbury and PC Emily Thomas to the meeting. They listed a number of incidents of crime reported in Seend during February. Some mentioned had already been listed in the February minutes, but the following are ones that had not been mentioned last month.</p> <p>1.2 <u>Incidents Reported</u>  24<sup>th</sup> February An illegal Hunt was reported at Sells Green, officers attended and spoke with huntsman. No evidence found to support the claim.  24<sup>th</sup> February Report of a disturbance at The Barge Inn  25<sup>th</sup> February Road rage incident at Spout Lane, Seend</p> <p>1.3 They further reported that Wiltshire Police are raising the profile of livestock worrying as a campaign. Much media attention has already been given to this issue, which is a particular problem at this time of year with lambing. There was a report of an Alpaca that had been chased by a dog and died of its injuries. There is pressure on the government to introduce tougher penalties for dog owners who allow their dogs to chase livestock.</p> <p>1.4 Wiltshire has a new temporary Chief Constable and his name is Kier Pritchard. He will be in post for 12 months. Paul Mills, Assistant Chief Constable, will take up the temporary post of Deputy Chief Constable also from 5 March. They have been very busy recently, in Salisbury!!</p>	
<p>2018/203 Neighbourhood Plan and CLT</p>	<p>1.1 <u>Neighbourhood Plan</u>  Mrs A'Bear said that they had put a call out in Spotlight asking parishioners to inform them of local green spaces that should be considered for inclusion in the Neighbourhood Plan.</p> <p>1.2 With the start of the new financial year, the NPSG would apply for another grant to help them with the preparation of the Neighbourhood Plan.</p> <p>1.3 The Clerk had prepared a draft financial spreadsheet on the income and expenditure of the Neighbourhood Plan budget. Mrs A'Bear said that it needed to have the £500 budget that was allocated in the 2015-16 financial year added to the spreadsheet to give the complete picture of the NP income and expenditure.</p> <p>2. <u>CLT</u> – Councillors had been circulated the latest CLT steering group minutes following their two drop-in sessions. This reported that the event had been well attended with a number of people signing up on the day by giving their £1, with a further 24 people promising to do so. It outlined the next steps to be taken.</p> <p>2.1 Following last month's Seend Parish Council's Resolution which agreed to support the setting up of the CLT for Seend, it had not been made clear that Seend Parish Council had agreed the sum of £500 to help with the set up costs.</p> <p>2.2 <u>Resolution:</u> Mrs A'Bear proposed that the sum of £500 be given from which the Steering Group can meet the necessary expenses prior to achieving start-up funding. This was seconded by Mrs McManus. At a vote: Mrs A'Bear, Mrs McManus, Mr Manning, Mrs Akerman, Mrs Vince, Mrs Heatley, Mr James and Mr Nicholls voted in favour. Mr Williams abstained as he is on the CLT Steering Group. <u>Resolution carried.</u></p> <p>3. <u>Resolution:</u> The Clerk was asked to take the necessary steps for Seend Parish Council to join the Wiltshire branch of the CLT.</p>	
<p>2018/204 Highway Matters</p>	<p>Mrs McManus gave the following report on the CATG meeting.</p> <p>1.1 <u>Bell Hill Road Safety Proposals:</u> Mrs McManus reported that at the CATG meeting, the following offer was made for the implementation of phases 1 &amp; 2 of the Bell crossroads safety scheme (with phase 3 being presently put on hold): £15k to be provided from the Local Safety Scheme fund, £6k to be provided by CATG and £6k to be provided by Seend</p>	

	<p>Parish Council.</p> <p>1.2 Mrs McManus informally accepted the offer on behalf of Seend Parish Council and would contribute £6k, but that it would need to be formally agreed at the full Parish Council meeting. CATG then approved their £6k spend. The scheme is now approved and will go forward. Mr Stansby noted that the costs are estimates at this stage as they are only based on a preliminary design. However contingency has been built in, so if anything he anticipates that costs will go down instead of up.</p> <p>1.3 <u>Resolution:</u> Mrs McManus proposed that Seend Parish Council formally agree to the £6,000 contribution to the road safety improvements at Bell Hill crossroads. This was seconded by Mr Williams. At a vote, Mrs A'Bear, Mrs Akerman, Mrs Heatley, Mrs McManus, Mrs Vince, Mr James, Mr Williams and Mr Nicholls voted in favour. Mr Manning voted against. <u>Resolution carried.</u></p> <p>2. <u>Church Crossing:</u> work is still expected to start at the end of March, however there has been a general delay across the network due to the knock-on effects of overtime done for road gritting etc during the bad weather.</p> <p>3. <u>Re. High Street resurfacing:</u> Diane Ware for Wiltshire Highways Major Projects reported that their budget had been reduced by £5 million; £300k had been allocated for the Seend High Street but this has now been reduced to £90k. This means that in 18/19 only local patch repairs will be carried out on the High Street. Councillors expressed disappointment that the High Street resurfacing had fallen victim to the reduction in funding, and felt that patching instead of resurfacing was not very satisfactory. Mrs McManus was asked to go back to Ms Ware to get more information on how fairly the budget reduction was affecting all other parts of the Melksham CATG area.</p> <p>4. <u>Barge Bridge –</u> the Chairman reported that he had contacted the Highway Engineer following the delivery of the large concrete pipes to be used as a means of stopping the parking by the Bridge. The Highway's Engineer did say that the large pipes could be exchanged for smaller ones, which had been the original size intended. Councillors agreed that this would be a better idea. The Chairman/Clerk to ask Highways to exchange them for smaller ones</p> <p>4.1 It was noted that whilst the rings had stopped cars parking right by the bridge, they were now parking further down the road. This was an inevitable consequence, as the concrete rings were never going to make the parking problem go away. However, it does stop the cars parking right by the bridge which was presenting a danger to visibility.</p> <p>5.1 <u>Highways Sub Committee –</u> Mrs McManus reported on the first meeting of the PC's Highways sub-committee. They discussed what should be the main highway issues to be addressed first. It was noted that for the 2018-19 financial year, funding for other Highways projects would be limited due to funding being allocated for the Bell Hill Crossroad safety measures and the Church Crossing. Therefore the first stage would be to engage the Parish in coming up with a priority list of what highway measures they would want to see carried out. The SRSI report would also be used to help with this.</p> <p>5.1 <u>Resolution:</u> Mr Nicholls proposed that Mrs McManus present a report at the next meeting. This was seconded by Mrs Vince. All unanimously agreed.</p>	<p>Chairman</p> <p>Mrs McManus</p>
2017/205 Area Board	The next meeting is on 11 <sup>th</sup> April. Mr Williams to attend	Mr Williams
2018/206 Planning Matters	<p>1. <u>Application Number: 18/01971/FUL</u> Site Location: Grassmere House, Seend SN12 0RU Proposal: Proposed double garage. <u>Resolution:</u> Mr Manning proposed that the application be approved. This was seconded by Mrs Heatley. At a vote, Mr Williams, Mr Nicholls, Mr Manning, Mrs Akerman, Mrs Vince, Mrs Heatley and Mr James voted in favour. Mrs McManus abstained and Mrs A'Bear voted against. <u>Resolution carried.</u></p> <p>2. <u>Application Ref: 18/01857/FUL</u> Site Location: Mandalay House, High Street, Seend SN12 6NU Proposal – Erection of single storey rear garden room and remodelling of</p>	

	front porch area. <u>Resolution:</u> Mrs Vince proposed that the application be approved. This was seconded by Mr Nicholls. Mr Williams abstained from voting as he had declared an interest. All other councillors voted in favour of supporting the application.	
2018/207 Standing Orders	All Councillors had been circulated with a copy of the standing orders. <u>Resolution:</u> Mrs A'Bear proposed and Mrs Vince seconded the re-adoption of the Standing Orders. Mr Nicholls abstained from voting. All other Councillors voted in favour.  It was noted that under section 27 Freedom of Information, the referral to the Freedom of Information Act 2000 would include the new GDPR for access requests for personal data.	
2018/208 Code of Conduct	All Councillors had been circulated with a copy of the Code of Conduct. No changes had been made.  <u>Resolution:</u> Mrs McManus proposed and Mr Manning seconded the re-adoption of the Code of Conduct. Mr Nicholls abstained from voting, but all other Councillors voted in favour. <u>Resolution carried.</u>	
2018/209 Financial Regulations	All Councillors had been circulated a copy of the Financial Regulations. These had been updated last year, and no further changes were needed.  <u>Resolution:</u> Mrs Akerman proposed and Mrs Heatley seconded, that the Financial Regulations be re-adopted. Mr Nicholls abstained from voting. All other Councillors voted in favour of their re-adoption.	
2018/210 Internal & External Auditing Action Plan	The Councillors had been circulated with a copy of the action report showing how the Parish Council had completed the tasks required of it following the Internal and External Auditors reports.  <u>Resolution:</u> Acceptance of the Completed Action Plan was proposed by Mrs A'Bear and Seconded by Mr Manning. All Councillors approved unanimously.	
2018/211 Annual Governance Questionnaire	The Corporate Governance Questionnaire had been completed by the Chairman and circulated to all Councillors before the meeting. All agreed that the answers given were a true reflection of the Council's actions during the financial year. <u>Resolution:</u> Mr Williams proposed and Mrs Vince seconded the approval of the completed Corporate Governance Questionnaire. All Councillors voted in favour.  The Clerk to put the minute numbers in, and then it can be signed by the Chairman and sent off to the Internal Auditors.	Clerk
2018/212 Correspondence	1. <u>The Lye Recreation Field Play Area</u> – the Clerk reported that she had received an email from the Secretary of the Lye Field Committee asking for the Parish Council's formal support for their application for grant funding to redevelop the existing play park and to make better play area provision for the over 12's. <u>Resolution:</u> The Chairman proposed that Seend Parish Council formally approves the Lye Recreation Field Committee's grant application. This was seconded by Mr Williams. All Councillors voted unanimously in favour.  2. <u>GDPR Training</u> – the Clerk reported that she had received information of a WALC training event on the GDPR taking place in Swindon on 18 <sup>th</sup> April. Councillors gave their approval should the Clerk wish to attend.  3. <u>Rights of Way in Melksham Area</u> – the Clerk reported that Seend Parish Council had been copied in on a letter to all rambling clubs and parish councils in the Melksham Area. The letter was asking for clubs and parish council to prioritise the rights of way in their areas that needed maintenance. Mrs Vince agreed to talk to the Seend Ramblers about the project.	Mrs Vince
2018/213 Financial Matters	1. There were 7 cheques for signature:  Seend Church PCC            £20.73    Photocopying Seend Lye Rec Field        £104.00   NPSG Meeting room hire The Community Centre     £121.00   PC Meetings room hire Mrs S Bond                    £488.38   Clerk March Salary Mrs S Bond                    £261.19   Clerk expenses (Jan-Mar) Place Studios                 £889.60   NPSG Consultancy Seend Lye Rec Field        £56.00   CLT Open Session meetings	

	<p><b>Resolution:</b> Acceptance of the cheques was proposed by Mr Williams and seconded by Mrs Vince. All Councillors approved.</p> <p>2. Bank reconciliation to end of February 2018 - £15,992.04</p> <p>3. <u>Financial Reserves</u> – The Clerk had circulated to Councillors a spreadsheet detailing the likely balance at the end of the financial year, and listing what expenditure needed to be earmarked out of reserves in the 2018-19 financial year, and what remained as un-earmarked reserves. It showed that approx £8,800 was earmarked for the NP and two highway projects with approx £5,150 left in reserves.</p>	
2018/ 214 Items for note	<p>1.1 <u>Fencing in the Lye</u> – It had been reported by a parishioner to the Parish Council that Aster were erecting picket fencing in the front and 6 ft high fencing in the back of some of their properties in the Lye. It had also been mentioned on Seend Facebook site with mixed views.</p> <p>1.2 The Clerk had contacted Aster to get more accurate information. The Chairman read out their response. The following is a short extract.  <i>“To confirm Aster have been installing fences at their properties at The Lye Seend, to confirm the specification, 3ft picket fences are installed in the front gardens and 6 foot fences are installed at the rear when a garden borders a field or other such open area. The estate was surveyed and any property where the current fences were deemed in a poor state of repair had the fences replaced. This was not the whole estate. Those that have not been done in this round of installation will be completed under future schedules of work. To confirm, all fence panels are the tenant’s responsibility to paint should they wish to do so, further fences that border neighbours gardens are the tenant’s responsibility wholly. Aster to take responsibility when a fence borders a public path or highway”.</i></p> <p>1.3 Seend Parish Councillor Mr Wiltshire, who was not at the meeting confirmed by email, that all the tenants had been contacted by Aster in advance of the work carried out. He said that many of the tenants with young families and the elderly were happy with the fencing and that the picket fencing was of a good quality and that they were happy to take responsibility for maintaining them.</p> <p>1.4 <u>Resolution:</u> In view of Aster’s response, and that of Mr Wiltshire, it was agreed that Seend Parish Council have no reason to take any action. Aster have not contravened any planning regulations and no tenants have complained to the Parish Council.</p> <p>2. <u>Best Kept Village Competition</u> - Councillors discussed whether the whole of Seend Parish should be included in our application to enter this competition. Mr Nicholls proposed that we do. This was seconded by Mrs McManus. All Councillors voted unanimously in favour. Mr Williams to complete the application form.</p> <p>3. <u>Salt Spreading</u> – The Clerk reported that Mr Wiltshire had attempted to use the salt spreader during the first bout of snow earlier in the month, but that the salt wasn’t spreading properly, as it was bridging in the Auger. It was an inevitable consequence of the salt sitting unused for long periods, and becoming damp. The Clerk suggested that the Parish Council prepares an action plan with volunteers having set path/road clearing areas in the event of snow in future years. To be discussed again in the Autumn.</p> <p>4. <u>Aster Plans on hold</u> – Mrs A’Bear said that the Chairman of the Lye Field had reported in Spotlight that the Aster housing plans for behind the Lye had been shelved for the time being.</p> <p><u>Room Set Up</u> – Mr Manning and Mr Williams</p>	Mr Williams
2018/ 215 Date of next meeting	<p>Tuesday 24<sup>th</sup> April 2018</p> <p>There being no other business, the Chairman closed the meeting at 10pm</p>	

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**CHAIRMAN**  
**Date: 24<sup>th</sup> April 2018**